

Qualifications in...

Management

The NVQ in Management Level 3 recognises those currently involved within a managerial role who have a range of activities that are expected to be carried out.

National Vocational Qualification (NVQ) - Level 3

NVQ Management Level 3

The level 3 NVQ in management is ideal for you if you are a practising first line manager who has defined area of responsibility, opportunity for taking decisions, managing budgets and responsibility for allocating work to team members or other colleagues or contractors

A minimum of seven NVQ units must be completed – four mandatory units plus three optional units.

Mandatory Units

- Manage your own resources and professional developments
- Provide leadership in your area of responsibility
- Allocate and monitor the progress and qualities of work in your area of responsibility
- Ensure health and safety requirements are met in your area responsibility

Optional Units

You must complete three optional units from the following:

- Promote equality of opportunity and diversity in your area of responsibility
- Encourage innovation in your area of responsibility
- Plan change
- Implement change
- Develop productive working relationships with colleagues
- Recruit, select and keep colleagues
- Provide learning opportunities for colleagues
- Manage a budget
- Manage a project
- Monitor and solve customer service problems
- Work with others to improve customer service

The mandatory units cover all of the skills that are essential to your position. The optional units are chosen by you and your supervisor to reflect the areas that you deal with, within the requirements of your job role.

How will I be assessed?

Your allocated tutor will deliver your training one-to-one in your workplace and will visit you either on a weekly basis to deliver half day sessions or fortnightly for full day sessions. You will build a portfolio of evidence to show your competence against the NVQ requirements.

How can I enrol onto the NVQ in Management?

Discuss with your workplace Supervisor/Line Manager about your interest in the course and then contact us on 01773 747377, so that we can arrange an appointment to come out and visit you and your Supervisor at work.

How much will it cost?

In certain circumstances, we can deliver the training at no cost to you and your organisation, please speak to us on the number above this or about our commercial training rates or other funding opportunities.



Qualifications in...

Management

The NVQ in Management Level 4 is aimed at middle managers with a wider span of control, greater accountability for performance and responsibility for determining resource allocation and operational methods.

National Vocational Qualification (NVQ) - Level 4

NVQ Management Level 4

The NVQ is extremely flexible in structure. The mandatory units cover all of the skills that are essential to your position. The optional units are chosen by you and your supervisor to reflect the areas that you deal with, within the requirements of your job role.

A minimum of nine NVQ units must be completed – five mandatory units plus 3 optional units.

Mandatory Units

- Develop and implement operational plans for your area of responsibility
- Encourage innovation in your area of responsibility
- Develop productive working relationships with colleagues & stakeholders
- Ensure health and safety requirements are met in your area of responsibility
- Manage business processes

Optional Units

You must complete 3 optional units from the following

- Manage your own resources and professional development
- Develop your personal networks
- Provide leadership in your area of responsibility
- Ensure compliance with legal, regulatory, ethical and social requirements
- Promote equality of opportunity and diversity in your area of responsibility
- Lead change
- Plan change
- Implement change
- Recruit, select and keep colleagues
- Allocate and monitor the progress and quality of work in your area of responsibility
- Provide learning opportunities for colleagues
- Manage finance for your area of responsibility
- Manage a project
- Manage a programme of complementary projects
- Work with others to improve customer service
- Build your organisation's understanding of its market and customers
- Manage the achievement of customer satisfaction

How will I be assessed?

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